

Appendix B - Format for Request to Non-Competitively Promote an Employee Based Upon Accretion of Duties Including Promotions Resulting From Impact of the Person-On-the-Job

A request to upgrade an established encumbered position to the GS-14 or GS-15 level shall contain the following information:

1. Identify the additional duties and responsibilities assumed by the incumbent and explain how the additional duties and responsibilities of the proposed position evolved.
2. Explain how the work of the employee is advancing the state-of-the-art in their field of engineering or science.
3. Explain how the employee has become known nationally (or internationally) for their expertise in a particular field of engineering or science.
4. A statement that the employee continues to perform the same basic functions of the former position and that the duties of the former position are administratively absorbed into the new position.
5. A statement that the position has no known future promotion potential.
6. A statement that the employee is the only employee in the organizational unit eligible to perform the higher level duties.
7. A statement that the addition of the duties and responsibilities does not adversely affect another encumbered position.
8. Copies of the incumbent's current and proposed position descriptions.